



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATRM-A

2 May 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: SECAR Defense Travel System (DTS) Usage/Implementation

1. TRADOC has consistently looked for options to save dollars or reutilize funding in order to support the Department of the Army amid the fiscal challenges caused by Global War on Terrorism (GWOT). In order to further support the Department by reducing the Defense Finance Accounting Service (DFAS) bill to the Army, I hereby direct all TRADOC Schools/Centers/Activities fielded with DTS to file their travel claims using DTS effective immediately.
2. Commanders and supervisors must enforce the mandatory usage of DTS for all TDY travel claims filed by military and civilian personnel. DFAS charges the Army \$34.00 for every manual voucher they process and \$2.22 for each DTS voucher processed. The Army pays 95 percent more for a manually processed voucher than it does for a DTS processed voucher costing the Army several millions of dollars that could be utilized in support of GWOT.
3. Resource management and commercial ticket offices have been instructed to charge all official travel expenses under DTS to the traveler's government charge card and not their personal charge card. Travelers who do not have a charge card will continue to have their charges processed through the installation's transportation office.
4. I expect authorizing officials, certifying officials, and/or supervisors to ensure their personnel comply with this memorandum.
5. HQ TRADOC point of contact is Mr. Ray Lecomte, DSN 680-5183; lecomter@monroe.army.mil.

ANTHONY R. JONES
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

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REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

APR 13 2005

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1. The Defense Travel System (DTS) reduces the Army's cost of travel administration significantly. The Defense Finance and Accounting Services (DFAS) charges the Army \$34.00 per manual voucher compared to \$2.22 per DTS transaction. From October 1, 2004, through February 28, 2005, sites where DTS was deployed prior to the start of FY 2005 processed nearly 84,000 transactions through DTS (at a cost of nearly \$186,480) and nearly 177,000 manual transactions through DFAS (at a cost of nearly \$6,018,000). Although processing nearly 84,000 DTS transactions is commendable, we cannot afford to under-utilize DTS and to continue to pay higher DFAS processing costs.
2. Effective May 1, 2005, activities, where DTS was deployed prior to FY 05 and its functions are supported, must use DTS when filing travel claims. Manual vouchers are not authorized. Submitting activities are responsible for ensuring that all travel authorizations and vouchers are processed through DTS.
3. When using DTS, all official travel expenses will be charged to Individually Billed Accounts (IBAs). This policy change permits continued use of the Centrally Billed Account for transportation costs for individuals who do not have a travel card.
4. Locations where DTS is deployed are supported by a full-time lead defense travel administrator (LDTA). This resource is funded by the Army and provided by DFAS. The LDTAs assigned to each location are responsible for: a) coordinating and executing the DTS Proliferation Plan; b) establishing and operating the Tier 2 Helpdesk for the site; and c) establishing and operating the full DTS training program.
5. Should you have any questions, please contact John Schoenecker, Army DTS program manager, at (703) 693-2703 (DSN 223) or john.schoenecker@hqda.army.mil. For questions regarding IBAs, please contact Frank Rago, Army travel charge card program manager, at (703) 693-3386 (DSN 223-3386) or francis.rago@hqda.army.mil.

Valerie L. Baldwin
Assistant Secretary of the Army
(Financial Management and Comptroller)

Enclosures

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Office, Secretary of the Army, ATTN: SAAA-RM
Office, Acquisition Support Center, ATTN: SFAE-RM

COMMANDER:

U.S. Army Europe and Seventh Army, APO AE 09014
U.S. Army Forces Command, Fort McPherson, GA 30330-6000
Eighth U.S. Army, Unit #15236 APO AP 96205-0009
U.S. Army Materiel Command, 9103 Chapek Road, Fort Belvoir, VA 22060-5527
U.S. Army Training and Doctrine Command, Fort Monroe, VA 23651-5000
U.S. Army Pacific, Fort Shafter, HI 96858-5100
U.S. Army South, Fort Sam Houston, TX 78234
U. S. Army Network Enterprise Technology Command, 2133 Cushing Street, Suite 3000,
Fort Huachuca, AZ 85613-7070
U.S. Army Medical Command, Fort Sam Houston, TX 78234-6000
U.S. Army Intelligence & Security Command, 8825 Beulah Street, Fort Belvoir, VA 22060-5246
U.S. Military Entrance Processing Command, 2500 Green Bay Road, North Chicago, IL
60064-3094
Military Surface Deployment and Distribution Command, 200 Stovall Street, Alexandria,
VA 22332-5000
U.S. Army Criminal Investigation Command, 6010 6th Street, Room 321, Fort Belvoir, VA
22060-5506
U.S. Army Special Operations Command, Fort Bragg, NC 28310-5200
U.S. Army Space and Missile Defense Command, PO Box 1500, Huntsville, AL 35807-3801
U.S. Army Military District of Washington, 103 3rd Ave, Fort Lesley J. McNair, Washington,
D.C. 20319-5050
U.S. Army Finance Command, 8899 56th Street, Indianapolis, IN 46249-3000
U.S. Army Corps of Engineers, 441 G Street NW, Washington, D.C. 20314-1000
U.S. Army Test and Evaluation Command, 4501 Ford Avenue, Alexandria, VA 22302-1458
U.S. Army Community and Family Support Center, 4700 King Street, Alexandria, VA 22302
U. S. Army Audit Agency, 3101 Park Central Drive, Alexandria, VA 22302-1596
175th Finance Command, Unit#15300, APO AP 96205-0073
266th Finance Command, Unit 29001, APO AE 09007
13th Finance Group, Fort Hood, TX 76544-5056
18th Soldiers Support Group, Normandy Drive, Fort Bragg, NC 28310
U.S. Southern Command, Miami, FL 33172-1217
U. S. Army European Command, APO AE 09128
U. S. Army Human Resources Command, 1 Reserve Way, St. Louis, MO 63132-5100

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CF:

Director, Accounting Services, Army, DFAS
Director, Military and Civilian Pay Services, DFAS

FY04 Army Fielded Sites

Site / Activities	IOC
Fort Campbell	2/26/2002
Aberdeen Proving Ground	6/24/2002
Fort McPherson	10/24/2002
HQDA	6/23/2003
USMA West Point	11/10/2003
Fort Monroe	11/24/2003
NGS HQ	12/5/2003
Fort Belvoir	12/5/2003
Fort Riley	12/5/2003
Fort Huachuca	1/9/2004
Fort Irwin	1/16/2004
Fort Bliss	1/22/2004
White Sands	1/23/2004
Fort Shafter	1/30/2004
Fort Leonard Wood	2/6/2004
Fort Richardson	3/3/2004
Detroit Arsenal	3/3/2004
Fort Wainwright	3/5/2004
Fort Rucker	3/24/2004
Presidio of Monterey	3/28/2004
Fort Jackson	4/9/2004
Fort Knox	5/5/2004
Fort Sill	5/14/2004
Fort Leavenworth	5/14/2004
Fort Stewart	7/15/2004
Fort Polk	8/20/2004
Fort Lee	5/28/2004
Fort Carson	7/23/2004
Fort Lewis	7/23/2004
Fort Monmouth	7/23/2004
Fort Sam Houston	7/30/2004
Rock Island Arsenal	8/20/2004